

SAMPLE FILE REVIEW CHECKLIST

- I. Case opening-related documents
 - A. Intake/screening form
 - B. Agreement for legal representation
 - C. G-28 (if filing affirmative applications with USCIS)
 - D. E-28 (if representing client in removal proceedings)
- II. Application-related documents
 - A. Application form(s)
 - B. Supporting documents
- III. Fee-related documents
 - A. Check for fee for service provided by organization, made out to organization
 - B. Check for fee for filing application, made out to appropriate government agency
- IV. Records requests
 - A. Authorization for release of confidential information
 - B. HIPAA privacy authorization form (for medical or mental health records)
 - C. FOIA request(s) from all relevant agencies
 - D. FBI request (check personal review box)
 - E. State criminal record request
 - F. Court dispositions for each criminal issue
- V. Case closing-related documents
 - A. Case close letter
- VI. Court-related documents (if applicable)
 - A. Copy of master calendar, bond, and or merits hearing notice0
 - B. Copy of NTA and I-213